

Documenting Disciplinary Action

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Overview

DESCRIPTION

Every supervisor is familiar with the terse imperative, “Document!” Yet the command is easier than the compliance. How, what, and when do you document? This half-day course provides pertinent information on the importance and methods of documentation. The course is appropriate for supervisors at all levels.

Critical Aspects of Documentation Why is documentation important? Is it “just cause”? And what is the due process?

What is Documentation We will discuss the first, second and third levels of documentation. We will review formal and informal documents and how formal relates to informal.

Building Good Documentation Habits When to record, how to record, what to record and what to tell employees. Keeping confidentiality and the common challenges.



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CE Credits

The Documenting Disciplinary Action is available for the following types of credits:

POST (Peace Officer Standards and Training)

Notify the instructor at the time of the class to sign a separate roster.

OPI (Office of Public Instruction) Renewal Units

Contact the Professional Development Center before the beginning of the class at pdc01@mt.gov to get the paperwork going.

Other Continuing Education

The Professional Development Center can provide certification to submit to your association.

Professional Development Center



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"Great training for any and every new supervisor. Thanks, I feel better having this info before I start my new supervisory responsibilities.

"For me, the difference between job performance and job conduct was important. This was an incredibly practical training. I am very pleased with it."

"Importance of objectivity and ongoing clear communications, with emphasis on prevention."

"The course helped to see when and how documentation can be used. Also, what should and should not be said."

"Specific examples from case histories, good handouts for future reference, memorized phrases, and documentation checklist."

